Weekly Update
Week of September 5, 2016

Subject: Seats Are Still Available for the September 20-21 PR217 Creating and Managing Purchase Orders Class

Audience: Agency Training Coordinators, AST Leads, MM Directors, SRM Buyers

There are still seats available in the PR217 Creating and Managing Purchase Orders class on Tuesday and Wednesday, September 20-21, 2016. The SCEIS Team encourages Buyers who create purchase orders to register for this class today! There are also seats available in other sections of PR217.

This instructor-led course will use knowledge checks and plenty of hands-on exercises to help buyers understand the procedures, tools, information and systems available for successful purchasing. Below you will find details about the course, including the name, description, target audience, dates, location and registration information. **Please forward this message to appropriate staff members within your agency.**

PR217 - Course Information
Course ID/Title: PR217 - Creating and Managing Purchase Orders

Description: This instructor-led course will use knowledge checks and plenty of hands-on exercises to help buyers understand the procedures, tools, information and systems available for successful purchasing. This course will cover the following:
- key terms such as master data, purchasing document types and contract values;
- key concepts such as
  - validating a shopping cart prior to perform sourcing,
  - creating contract and non-contract-based purchase orders,
  - making changes before rather than after a purchase order is "ordered",
  - monitoring and tracking follow-on documents and changes to a purchase order,
  - adding attachments, notes, terms and conditions to purchase orders
  - Lock Line Item, No Further Invoice and No Further Confirmation; and
- understanding SRM messages and resolving errors.

Target Audience: Buyers who create purchase orders

Pre-requisites:
The following pre-requisite(s) MUST be completed prior to attending the classroom training. Completion of the pre-requisite(s) ensures that participants have the necessary knowledge for class. Material covered in pre-requisite courses will not be re-taught in classroom training.
- SCEIS buyer role is required
- Completion of PR101V SCEIS Foundations of Procurement online course. (Click HERE for more information on the PR101V online course.)

PR217 - Section 06 – Fall 2016 Details
Class Date: Tuesday and Wednesday, September 20-21, 2016
Class Time: 9:00 a.m. to 5:00 p.m. each day
Class Location:
Room 202, SCEIS Office
1628 Browning Road, Columbia, SC

PR217 - Section 07 – Fall 2016 Details
Class Date: Monday and Tuesday, October 3-4, 2016
Class Time: 9:00 a.m. to 5:00 p.m. each day
Class Location:
Room 202, SCEIS Office
1628 Browning Road, Columbia, SC

PR217 - Section 08 – Fall 2016 Details
Class Date: Wednesday and Thursday, October 26-27, 2016
Class Time: 9:00 a.m. to 5:00 p.m. each day
Class Location:
Room 202, SCEIS Office
1628 Browning Road, Columbia, SC

Registration Instructions:
SCEIS has a new registration process using MySCLearning, your one-stop-shop for SCEIS training. You may have already completed courses in MySCLearning.

1. In Internet Explorer, use your SCEIS user ID and password to log into MySCEmployee (https://myscemployee.sc.gov).
2. In the upper left area of the page, click the MySCLearning tab.
3. Beside the MySCLearning logo, click "Home" and select "Learning."
4. In the "Find Learning" tile, use the search box.
    a. Type in the course ID and click "Go." Or -
    b. Type in "SCEIS" to view all SCEIS courses.
5. Find a course title and expand "View Course Dates."
6. Find the class date you prefer, and click "Register Now."
7. At the Scheduled Offering box, click "Confirm."
8. Watch for your confirmation email, with class details and instructions.

If you do not receive a confirmation email, please contact the SCEIS Help Desk using the ticket form found here: http://www.sceis.sc.gov/requests/.

If you have any questions about this message, please email them to training.sceis@admin.sc.gov.